

Resident LEA/School

MSIS 

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION



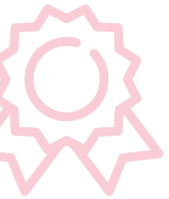
VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community



1

ALL Students Proficient and Showing Growth in All Assessed Areas



2

EVERY Student Graduates from High School and is Ready for College and Career



3

EVERY Child Has Access to a High-Quality Early Childhood Program

EVERY School Has Effective Teachers and Leaders

4



EVERY Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



EVERY School and District is Rated “C” or Higher

6





Be an active participant



Share reactions



React

Respond to prompts in the chat



Chat

Ask questions



Q&A

Resident LEA/School

Specify that a Special Education student's test scores are returned to the **Resident School & LEA** for **Accountability** calculations.



Special Education Student Update Tab – Accountability Sub-tab

7

Mississippi Student Information System
Special Education Student Update

Select District/School | Select Student | **Special Ed Student Update**

District	School	MSIS ID	Last Name	First Name	MI	SSN	Birthdate	Race	Grade
									04

Update Student Information

Year	IEP Date	Eligibility Date	Graduation Track	Service Completed?	Transition Services	LEP
2008		01-02-2007		N - Service Has Not Been Completed		No

Primary Disability: | **Placement:** | **Related Services:** | **Accountability**

Significant Cognitive Disability?
No

Served by Resident School?
No

Resident District	Resident District Name

Resident School	Resident School Name

- Review this tab each year for any updates
- Update the Significant Cognitive Disability (SCD) field before your district completes Month 01 – this information is transferred to testing companies for the alternate assessment after Month 01 each year
- Update the Served by Resident School field for any student who is not being served by their resident district or school. This will notify MDE to send State test results to the resident district or school.



Welcome

Sign In

Resident LEA/School

(24-25 SY)





STEP



Upload a file identifying the students and their Resident LEA(s) and school(s).

MSIS: File Layout Templates

[Federal Programs](#)[Finance](#)[MSIS ID](#)[Personnel](#)[Record Removal](#)[Special Education](#)[Student](#)

Student

- Assessment Readiness
 - There is no file template for the **Assessment Readiness** data. Instead, please view the corresponding Data Entry Download Report in MSIS. Appropriate district staff should export this report, provide the missing prior setting information, and upload the spreadsheet in MSIS.
 - [Instructions for Formatting Cells – Excel and Sheets](#)
- Good Cause Exemption
 - There is no file template for the **Good Cause Exemption** data. Instead, please view the corresponding Data Entry Download Report in MSIS. Appropriate district staff should export this report, provide the missing prior setting information, and upload the spreadsheet in MSIS.
 - [Instructions for Formatting Cells – Excel and Sheets](#)
- Graduation Options
 - There is no file template for the **Graduation Options** data. Instead, please view the corresponding Data Entry Download Report in MSIS. Appropriate district staff should export this report, provide the missing prior setting information, and upload the spreadsheet in MSIS.
 - [Instructions for Formatting Cells – Excel and Sheets](#)
- Kindergarten Entry
 - There is no file template for the **Kindergarten Entry** data. Instead, please view the corresponding Data Entry Download Report in MSIS. Appropriate district staff should export this report, provide the missing prior setting information, and upload the spreadsheet in MSIS.
 - [Instructions for Formatting Cells – Excel and Sheets](#)
- Resident LEA School: [File Layout Example Spreadsheet \(XLSX\)](#)
 - Resident LEA School [Template \(CSV\)](#)
 - [Instructions for Formatting Cells – Excel and Sheets](#)

0000ResidentLEASchool template No Label — Last Modified: 20m ago

Home Insert Draw Page Layout Formulas Data Review View Automate

Search (Cmd + Ctrl + U) Comments Share

J17

	A	B	C	D	E	F
1	School Year	LEA ID	MSIS ID	Resident LEA ID	Resident School ID	
2	<i>Must be exactly four digits. Last year of the school year. Example: 2025 for the 2024-2025 school year.</i>	<i>Must be exactly four digits. Include leading zeros.</i>				
3	required	required				
4	2025	0123				
5	2025	0123				
6	Do not change column headers in template. File layout is an example. File should be named 0000_ResidentLEASchool.csv					
7						
8						

0000_ResidentLEASchool

Home Insert Draw Page Layout Formulas Data Review View Automate

Search (Cmd + Ctrl + U) Comments Share

F23

	A	B	C	D	E	F	G	H	I
1	School Year	LEA ID	MSIS ID	Resident LEA ID	Resident School ID				
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

0000_ResidentLEASchool +

Ready Accessibility: Unavailable 230%

School Year

4-digit number
Last year of the
school year
(Ex: 2025).

LEA Id

4-digit number
(LEA uploading the file)
Ensure leading 0's are
present.

MSIS Id

9-digit number
Ensure leading 0's
are present.

Resident LEA ID

4-digit number
Student's resident LEA.
Ensure leading 0's are
present.

Resident School ID

0000-000
Student's resident school.
Ensure leading 0's are
present.

Resident LEA ID

4-digit number
Student's resident LEA.
Ensure leading 0's are
present.

Resident School ID

0000-000
Student's resident school.
Ensure leading 0's are
present.

**LEA number for Resident LEA and Resident School
must be the same.**

Ex: Can't submit 0130 for Resident LEA and
2520-003 for Resident School.



2024-2025-PRINCIPALS-ADDRESSES-as-of-11.26.2024 (1)

Search (Cmd + Ctrl + U)

Home Insert Draw Page Layout Formulas Data Review View Automate

Comments Share

F40 0614-009

	A	B	C	D	E	F	G	
1	2024-2025 SCHOOL PRINCIPALS as of 11.26.2024							
2								
3	Dist	Sch	FirstName	LastOrSurname	OrganizationName	SchoolIdentifier	NameOfInstitution	S
4	0125	004	JoAnn	Rucker	Instant Impact Global Prep	0125-004	Instant Impact Global Prep	R
5	0130	020	SHELISA	TAYLOR	Natchez-Adams School District	0130-020	McLaurin Elementary	R
6	0130	021	TONI	MARTIN	Natchez-Adams School District	0130-021	Morgantown Elementary	R
7	0130	043	HEATHER	JACKSON	Natchez-Adams School District	0130-043	Natchez Early College @ Co-Lin	R
8	0130	044	ANGELA	REYNOLDS	Natchez-Adams School District	0130-044	Natchez High School	R
9	0130	047	HAYES	HARRIS	Natchez-Adams School District	0130-047	Natchez Middle	R
10	0130	056	LATOYA	SCOTT-HAMMETT	Natchez-Adams School District	0130-056	West Elementary School	R
11	0200	002	RILEY	BENNETT	Alcorn School District	0200-002	Biggersville Elementary	R
12	0200	004	SAMUEL	ROBERTS	Alcorn School District	0200-004	Biggersville High School	R
13	0200	006	JEREMY	LITTLEJOHN	Alcorn School District	0200-006	Alcorn Central Elementary School	R
14	0200	008	JEREMY	REECE	Alcorn School District	0200-008	Alcorn Central High School	R
15	0200	010	TRAVIS	SMITH	Alcorn School District	0200-010	Alcorn Central Middle School	R
16	0200	022	JAMIE	NUNLEY	Alcorn School District	0200-022	Kossuth Elementary School	R
17	0200	023	CHRISIE	LEE	Alcorn School District	0200-023	Kossuth Middle School	R
18	0200	024	BRIAN	JOHNSON	Alcorn School District	0200-024	Kossuth High School	R
19	0220	002	CHRISTOPHER	BUTLER	Corinth School District	0220-002	Corinth Elementary School	R
20	0220	004	JOHN	BARNETT	Corinth School District	0220-004	Corinth High School	R
21	0220	006	CHRISTOPHER	KILLOUGH	Corinth School District	0220-006	Corinth Middle School	R
22	0300	008	EDWARD	TATUM	Amite County School District	0300-008	Amite County High School	R
23	0300	009	ABIGAIL	ARNOLD	Amite County School District	0300-009	Amite County Middle School	R

24-25 PRINCIPALS

Ready Accessibility: Good to go 120%

<https://mdek12.org/wp-content/uploads/sites/33/2024/12/2024-2025-PRINCIPALS-ADDRESSES-as-of-11.26.2024.xlsx>

District/School ID list (2024-2025)



The following schools should submit files that contain ALL of their students:

- Mississippi School for the Deaf and Blind
- Jackson County Exceptional School (Pascagoula Gautier)
- Harrison County Child Development Center (Harrison Co.)

AutoSave 9920ResidentLEASchool Search (Cmd + Ctrl + U) Comments Share

Home Insert Draw Page Layout Formulas Data Review View Automate

A23

	A	B	C	D	E	F	G	H	I	J
1	School Year	LEA ID	MSIS ID	Resident LEA	Resident School ID					
2	2025	9920	001234567	1234	1234-004					
3	2025	9920	002000054	1234	1234-010					
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										

File Upload

MSIS



Permission: Student

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Home
Administration
1 Data Submission
Upload a File
Submission Status
Data Quality Dashboard
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Students
Data Input
Provide Feedback
Melissa Banks

Upload a New File

Please follow this file naming convention:

0123_OptionalText_MsisIdRequest.csv

LEA Number Optional Text Data Type Name File Format

File Name & Size Limits:

- 50 MB maximum size per file
- 50 characters maximum filename length

Optional Text:

- May add date, school, or other helpful information
- Alphanumeric characters or underscores only

Supported File Formats:

- CSV

Supported Data Type Names:


- Assessment
- Course
- FedP
- FedP
- FedP
- Fin
- Inact
- Incident
- Kindergarten
- MsisIdRequest
- NonPublicStaff.Assignments
- NonPublicStaff.Employment
- NonPublicStaff.Schedules
- ResidentLEASchool
- SpecEd.Recommendations
- SpecEd.EarlyLearningOutcomes
- SpecEd.Evaluation
- SpecEd.IEPData
- SpecEd.RelatedServices

Save file as

####_OptionalText_ResidentLEASchool.csv

File Upload

Choose File | No file chosen



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Upload a New File

Please follow this file naming convention:

0123

OptionalText

MsisIdRequest

.csv

LEA Number

Optional Text

Data Type Name

File Format

File Name & Size Limits:

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- 50 characters maximum filename length

Optional Text:

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- Alphanumeric characters or underscores only

Supported File Formats:


- CSV

Supported Data Type Names:

- AssessmentReadiness
- CourseSection.Removal
- FedProg.EnglishLearner
- FedProg.Homeless
- FedProg.Immigrant
- Finance.BondData
- InactiveEnrollment
- Incident.Removal
- KindergartenEntry
- MsisIdRequest
- NonPublicStaff.Assignments
- NonPublicStaff.Employment
- NonPublicStaff.School
- ResidentLEASchool
- SpecEd.Accommodations
- SpecEd.EarlyLearningOutcomes
- SpecEd.Evaluation
- SpecEd.IEPData
- SpecEd.RelatedServices

File Upload

Choose File | No file chosen



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MsisIdRequest

.csv

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Optional Text

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- MsisIdRequest
- NonPublicStaff.Assignments
- NonPublicStaff.Employment
- NonPublicStaff.Schools
- ResidentLEASchool
- SpecEd.Accommodations
- SpecEd.EarlyLearningOutcomes
- SpecEd.Evaluation
- SpecEd.IEPData
- SpecEd.RelatedServices

9920ResidentLEASchool.csv

Completed



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Upload a New File

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OptionalText

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9920ResidentLEASchool.csv

Failed

There were problems with the file that was uploaded. Please review the submission status page for more information.



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 - Submission Status**
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- Melissa Banks

Submission Status

Select start and end dates (within the previous 365 days), then select Apply Filter.

Status

Uploaded By

Select

Enter uploaded ...

06/15/2025

-

07/15/2025

Apply Filter

Reset Filter

+ Upload a File

Name	Date & Time (CT)	Uploaded By	Status	Actions
9920ResidentLEASchool.csv	07/15/2025, 08:58:24 AM	Banks, Melissa	Failed	
9920ResidentLEASchool.csv	07/15/2025, 09:00:15 AM	Banks, Melissa	Pending	
9920_columnReorder2_AssessmentReadiness.csv	07/10/2025, 04:06:15 PM	Admin, Barbara MSIS District	Pending	



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9920ResidentLEASchool.csv

Date Uploaded: 07/15/2025 Uploaded By: Melissa Banks Number of Rows: 17

File Status: Failed

! File validation failed. There are errors in your data that need your attention.

Row ID	LEA ID	Error	Resolution
1	Must be exactly 4 digits. Include leading zeros.	The School Year is blank or invalid.	The School Year is a required field. Ensure the value is the last year of the School Year like 2025 instead of 2024-2025.
1	Must be exactly 4 digits. Include leading zeros.	The LEA ID is blank or invalid.	The LEA ID is a required field. Ensure the LEA is an LEA you have access to and is 4 digits. Example: 0099 or 0100 and not 100 or 99.
1	Must be exactly 4 digits. Include leading zeros.	The MSIS ID is blank or invalid.	The MSIS ID is a required field and must be 9-digits including leading zeros. Ensure the MSIS ID is not blank. Example: 001234567.
1	Must be exactly 4 digits. Include leading zeros.	The Resident LEA ID is blank or invalid.	The Resident LEA ID is a required field. Ensure the Resident LEA ID is 4 digits. Example: 0099 or 0100 and not 100 or 99.



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9920ResidentLEASchool.csv

Date Uploaded: **07/15/2025** Uploaded By: **Melissa Banks** Number of Rows: **17**

File Status: **Failed**

! File validation failed. There are errors in your data that need your attention.

Row ID	LEA ID	Error	Resolution
1		Must be 4 digits. In leading zeros.	First year of the School Year like
1		Must be 4 digits. In leading zeros.	Have access to and is 4 digits.
1		Must be 4 digits. In leading zeros.	leading zeros. Ensure the
1		Must be 4 digits. In leading zeros.	EA ID is 4 digits. Example:

+1 to the Row ID to find the corresponding row in your spreadsheet.

The system counts the header row as "0" but on the spreadsheet the header row is 1.

AutoSave 9920ResidentLEASchool Search (Cmd + Ctrl + U) Comments Share

	A	B	C	D	E	F	G	H	I	J
1	School Year	LEA ID	MSIS ID	Resident LEA	Resident School ID					
2	2025	9920	001234567	1234	1234-004					
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4										
5										
6										
7										
8										
9										
10										
11										
12										
13										

Make necessary corrections in the csv file and resave.

AutoSave 9920ResidentLEASchool Search (Cmd + Ctrl + U) Comments Share

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A23

	A	B	C	D	E	F	G	H	I	J
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6										
7										
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9										
10										
11										
12										
13										

File Upload

MSIS

Pending

Date Uploaded:
11/26/2024

Uploaded By:
Barbara A Young

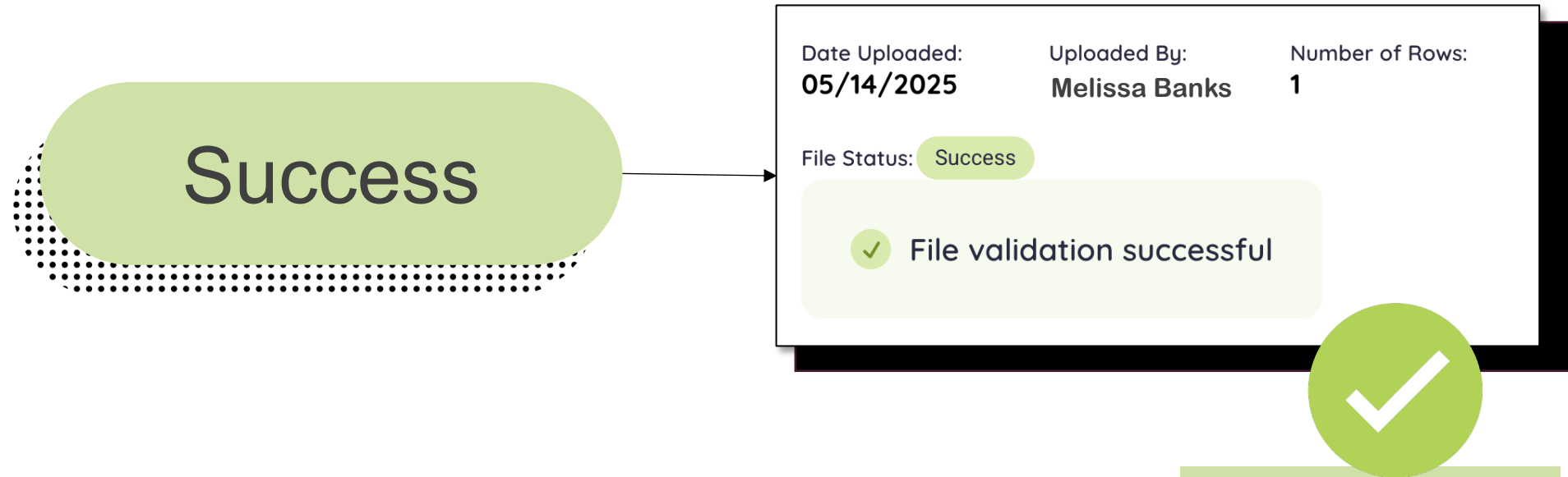
Number of Records:
3

File Status: Pending

⚠ Your file is pending validation. Please check again later.



DO NOT upload more than one file that
contains the same information while
the first file is in **Pending status.**



Once the file transitions to **Success status**, users can upload another file (on the same day) that **contains the same information.**

**STEP**

Review demographic files (found in the district's Accountability SharePoint folder later this week), which will include students' Resident LEA and School.

**STEP**

Upload a file identifying missing students and their Resident LEA(s) and School(s).



Resident LEA/School

- 24-25SY: Upload files



MSIS Team

msis2@mdek12.org

mdek12.org



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